COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 21-1, Managing Aerospace Equipment Maintenance, and AFPD 36-22, Military Training. It is related to AFI 36-2201, Developing, Managing, and Conducting Training; AFI 36-2234; Instructional System Development; AFH 36-2235V2, Information for Designers of Instructional System ISD Automated Tools/What Works; and AFH 36-2236, Guidebook for Air Force Instructors. It establishes procedures and assigns responsibilities for developing, distributing, evaluating, and using Air Force training products for qualification training. Send approved supplements to this AFI to HQ USAF/ILMM, 1030 Air Force Pentagon, Washington DC 20330-1030 and the 81 TRSS Qualification Training Flight (Q Flight), 601 D Street, Keesler AFB MS 39534-2211.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision generally updates terminology and unit nomenclatures. The training philosophy was changed to include the use of interactive media when it enhances training. Responsibilities relating to the publication of Communication-Computer Systems (C-CS) AF Job Qualification Standards (AFJQS)/AF Qualification Training Packages (AFQTP) were updated in **Table 1.**

Section A—Air Force Training Products

1. Training Philosophy. Every C-CS activity has a qualification training responsibility that is critical to accomplishing its mission. To help units meet their training goals, all C-CS personnel should assume that:

    1.1. Several MAJCOMs have similar training requirements.

    1.2. Well-designed, readily available training materials reduce qualification training time.

1.3. Well-designed, standardized training products improve the overall quality of qualification training.

1.4. Properly used, training products help personnel to accomplish missions goals and reduces problems that result in system downtime.

1.5. Interactivity using a combination of full motion video, text, audio, and/or digitized pictures should be used when it enhances learning opportunities, or maximizes safe equipment operation principles.

1.6. The Instructional System Development (ISD) process helps us to determine the most cost-effective method to deliver training.

2. Description of Air Force Qualification Training Products. Supervisors use qualification training products to plan and conduct standardized qualification training programs. These training products address valid requirements and ensure logical, organized, and efficient training progression. The 81 TRSS Q Flight develops the following training:

2.1. Air Force Job Qualification Standards (AFJQS). The AFJQS consists of a cover letter and an AF Form 797, *Job Qualification Standard Continuation/Command JQS*, as a minimum. It may also contain elements of an Air Force Qualification Training Package (AFQTP). An Air Force Form 797 lists tasks requiring training and certification for a particular job type or duty position.

2.2. Air Force Qualification Training Packages (AFQTP). An AFQTP is used to train personnel on a piece of equipment or to perform a particular task. It contains a cover letter, Skill Training Material (STM), and an optional Diagrams Book (DB). If the AFQTP includes performance evaluations (PE), it is considered part of the AFJQS.

Section B—Responsibilities.

3. HQ USAF Air Force Career Field Managers.

3.1. Chair the training advisory committees for their Air Force specialties.

3.1.1. HQ USAF/ILMM represents the 2EXXX community and other enlisted specialties such as power production and refrigeration when they directly support C-CS systems. HQ USAF/SCXF represents the 3AXXX, 3CXXX, and 3VXXX communities.

3.2. Act as the final authorities for approving training policy and to prioritize training product development.

4. Functional C-CS Training Advisory Committee. Members of the C-E Maintenance Training Advisory Group (MATAG) and C-CS Training Advisory Group (CTAG) sit on these committees. HQ USAF AFS career field managers chair them. Committee representatives:

4.1. Coordinate training product requirements with C-CS MAJCOM career field/functional managers.

4.2. Meet, as required, to prioritize/reprioritize training product development task members with special projects or action items, or suggest modifications in Q Flight processes to meet changing training demands. See **Attachment 2** for training priority codes.

4.3. Review bimonthly report on the Q Flight website for status of all products prioritized during the last C-CS Training Advisory Committee meeting. The report lists all products in development, awaiting work, and completed, to include the start dates and expected or final completion dates.

5. MAJCOMs.

5.1. Appoint a member to each training advisory committee.

5.2. Identify the need for standardized C-CS training products.

5.2.1. Forward routine C-CS training development product requests to 81 TRSS Q Flight by 1 March and 1 September annually.

5.2.2. Forward out-of-cycle training product requests to 81 TRSS Q Flight.

5.2.3. When acting as the Lead Command, according to AFPD 10-9, consider including the 81 TRSS Q Flight as a training advisor or to have them develop an AFJQS/AFQTP in lieu of contractor-developed training.

5.2.4. Provide the information listed in **Attachment 3** on all requests.

5.3. Identify unique C-CS training requirements, and before developing training products, coordinate with 81 TRSS Q Flight for help with ISD process tips, lessons learned, format layout, and product development.

5.4. Review and validate recommended changes for published training products. Send recommendations to 81 TRSS Q Flight.

5.5. Evaluate the quality and effectiveness of training products when assigned as project office of primary responsibility (OPR) by:

5.5.1. Providing Subject Matter Experts (SME).

5.5.2. Supporting product development.

5.5.3. Conducting field surveys.

5.5.4. Performing task analyses.

5.5.5. Conducting product validations.

5.6. Advise 81 TRSS Q Flight of equipment modifications, availability of technical data, and changes to technical orders (TO) or other documents that may affect the production of C-CS products.

5.7. Ensure units use Air Force C-CS training products.

6. 81 TRSS Q Flight:

6.1. Develops C-CS training products according to priorities set forth by the C-CS Training Advisory Committees (MATAG and CTAG).

6.2. Evaluates training materials from other DoD, government, or commercial sources to determine whether they are useful.

6.3. Evaluates the accuracy and effectiveness of internally developed C-CS training products.

6.4. Coordinates with AETC technical training centers to obtain formal course materials.

6.5. Publishes a bimonthly report on the Q Flight website displaying the status of projects in development.

6.6. Announces all new, revised, or rescinded C-CS training products in the monthly Air Force Publishing Bulletin.

6.7. Publishes all new or revised products on the Q Flight website and distributes these products on the Qualification Material and Information Library (QMAIL), a CD-ROM containing all published/archived qualification training material, published semi-annually and mailed to selected work centers.

6.8. Projects fiscal requirements based on training product development procedures, the type of media selected, and field training product needs.

6.9. Takes part in DoD/Air Force ISD conferences and working groups.

6.10. Submits requests for training product development for committee members' review prior to each Training Advisory Committee meeting.

6.11. Attends Utilization & Training Workshops (U&TW) for all assigned AFSCs to consolidate CFETP updates and monitor possible Q Flight taskings.

6.12. Establishes training product development process and internal training program in order to deliver and develop standardized training products to field units.

6.13. Establishes customer service/help desk functions to facilitate training product feedback from field units.

7. Field Units:

7.1. Use applicable AFJQS/AFQTPs to plan, conduct, and evaluate qualification training. (Note: The National Guard Bureau strongly advises Guard units to use AFJQ/AFQTPs, but does not mandate usage).

   7.1.1. Unit training managers help work center supervisors identify training products.

   7.1.2. When requested, validate and evaluate new and revised C-CS training products.

7.2. Establish procedures to control and administer written and computer-automated tests associated with qualification training products.

7.3. Give product feedback directly to 81 TRSS/TSQS.

7.4. Review the Air Force Publishing Bulletin and Q Flight website for new, revised, or rescinded C-CS training products.

7.5. Review a bimonthly report on the Q Flight website for the status of all products prioritized during the last MATAG meeting. This report lists all products in development, awaiting work, and completed to include the start dates and expected or final completion dates.

7.6. Identify, to the MAJCOM Functional Manager, training problems or needs that may warrant developing Air Force C-CS training products (Reference **Attachment 3**).

8. Publishing AFJQSs/AFQTPs. Specific responsibilities related to the publication of C-CS AFJQSs/AFQTPs are outlined in **Table 1.**

Table 1. Steps In Publishing AFJQS/AFQTPs.

A STEP	B REQUIRED ACTION	C AIR FORCE CAREER FIELD MANAGERS	D TRAINING ADVISORY COMMITTEES	E MAJCOM CAREER FIELD FUNCTIONAL MANAGERS	F 81 TRSS Q FLIGHT
1	Identify requirements for new or revised AFJQS/AFQTP (Note 5)	X	X	X^2	
2	Establish development priority (Note 5)	X	X	X^5	
3	Develop tentative AFJQS				X
4	Review and coordinate Tentative AFJQS (Note 1)			X^3	X
5	Develop draft AFQTP				X
6	Review and coordinate draft AFQTP			X^3	X
7	Prepare final AFQTP/ AFJQS				X
8	Approve final AFJQS/ AFQTP and complete AFI 36-2201 requirements for AFJQSs (Note 1)	X^4			
9	Review AFJQSs Biennially				X

NOTES:

1. Separate the AFJQS from the training material in steps 4 and 8 for routing.

2. Send out-of-cycle requirements directly to 81 TRSS/TSQ.

3. Applies only to functional managers identified during project screening.

4. Or the AF career field mangers OPR as specified in AFI 36-2201

5. Air Force career field managers are the final authority.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-9, *Lead Operating Command Weapon Systems Management*

AFPD 21-1, *Managing Aerospace Equipment Maintenance*

AFPD 36-22, *Military Training*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2234, *Instructional System Development*

AFH 36-2235V2, *Information for Designers of Instructional Systems*

AFH 36-2236, *Guidebook for Air Force Instructors*

Attachment 2

PRIORITIES FOR DEVELOPING TRAINING PRODUCTS

A2.1. Use one of the following priorities when requesting training product development for COMMUNI-CATIONS-ELECTRONICS systems, equipment, or functions:

A2.1.1. Priority 1 - Mission Essential.   Use if you can not sustain operations without the requested training product.

A2.1.2. Priority 2 - Critical Mission Impairment.   Use if system, equipment, function, or operation will be severely restricted without the requested product.

A2.1.3. Priority 3 - Deficiencies in Mission Support.   Use if failure to support your product request will result in damage to your mission.

A2.1.4. Priority 4 - Personnel Competence Reduced.   Use if lack of this training will result in personnel with less than satisfactory skills or insufficient knowledge to accomplish mission goals.

Attachment 3

FORMAT FOR REQUESTING TRAINING PRODUCTS

(MAJCOM Letterhead)

                                                     Date

MEMORANDUM FOR: 81 TRSS/TSQ

FROM: (Three Line Address)

SUBJECT: Training Product Development Request for (System/Equipment/Function)

1. Request a training product be developed for subject (system/equipment/function). The following information supports this request:

   a. MAJCOM OPR and Item Manager. (Provide names, addresses, phone numbers, and e-mail addresses).

   b. This (system/equipment/function) supports the (name) mission.

   c. Subject Matter Experts (SME) and Item Managers. (Provide names, addresses, phone numbers, and e-mail addresses of at least 3 SMEs.)

   d. There are (number of) (systems/equipment) in the field at (number of) locations.

   e. Number and AFSC of personnel who operate, maintain, and install this system, equipment, or function.

   f. The expected life cycle of this (system/equipment) is (years)(unknown).

   g. List any known or pending modifications or replacements affecting this system, equipment, or function.

   h. State the operation/maintenance concept of this (system/equipment).

   i. Identify any formal training available, either through commercial or formal DOD schools. (List schools and contacts, if available.)

   j. The technical data for this (system/equipment/function) is (available/preliminary/not available).

   k. This (system/equipment/function) affects the following MAJCOMs: (List applicable commands)

   l. Request priority (1) (2) (3) (4) (see attachment 1) for the following reasons: (List reasons)

2. Include any specific areas or information that you want the developer to address during the analysis phase of development. Provide the developer with any pertinent feedback received from divisions or field units. Be as specific as possible when defining the scope of the project.

(Signature Block)